



Personnel

1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

ACCOUNT CLERK II

- DATE:** February 4, 2005
- SALARY:** \$28,218 - \$38,899
- NATURE OF WORK:** This is responsible, specialized work in the application of accounting principles to the maintenance of accounting or fiscal records.
- HOURS:** Monday – Friday; 9:00 A.M. – 5:00 P.M.
- WORKSITE LOCATION:** Finance Department, City Hall
10770 W. Oakland Park Blvd., Sunrise
- EDUCATION:** Graduation from an accredited high school or G.E.D. equivalency diploma.
- EXPERIENCE:**
- Two (2) years full-time (or equivalent) paid experience in accounts receivable/payable, bank reconciliation, payroll processing, and/or general ledger in a centralized operation.
 - Up to two (2) years (or 60 credits) from an accredited college with coursework in accounting may substitute year for year for the experience.
 - Proficiency in Excel/Word.
- SPECIAL REQUIREMENT:**
- Possession of a valid driver's license and a good driving record.
- CLOSING DATE:** Open until filled.
- HOW TO APPLY:** Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V